**ADMIN ASSISTANT WITH GRAPHIC DESIGN**

**PERSONAL SPECIFICATION**

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| **Specification:** | **Essential (E) /Desirable (D)** | **Gathered from; Application (A), Interview (I), Test (T)** |
| **Qualifications:**  GCSE (or equivalent) English Grade C or above  BTEC (or equivalent) in an appropriate administrative subject | E  D | A  A |
| **Experience:**  Good typing skills  Minimum of 2 years working in an office environment  Experience working in a school  Ability to use Microsoft Word and Excel to intermediate level, for example mail merging  Good proof reading skills  Ability to use Publisher and InDesign | E  E  D  E  E  E | T  A  A  A / T  A/T  A |
| **Personal Attributes:**  High attention to detail  Understands confidentiality  Clear and effective communicator  Completer finisher | E  E  E    E | I / T  I / T  I  I / T |